



MUZIDUN NESSA, ACMA

Manager

Runner Automobiles PLC

Phone: +088 01941-197479

Email: mou.sumi893@gmail.com

Key Achievements

- Developed Budget & Budgetary control system at Bangla Trac Ltd.
- Developed Product Costing system in Burger King Bangladesh.
- Developed various policy (Advance payment, Foreign Tour, payment process & power delegation authority) at Healthcare Pharmaceuticals Ltd.
- First time Reconcile & Established IOU statement for total 52 RM & ZM of HPL.
- After joining within 1.5 month manage to utilize the BDT 108 Crore of the remaining sustainable bonds proceeds.
- Have practical experience in the execution of PPSSA.
- Experienced in developing and analyzing financial models for business purposes

Professional Qualifications

An associate member of the Institute of Cost & Management Accountants of Bangladesh.

Associate Cost & Management Accountant (ACMA)

Work Experience 01: December 2023 to Present

- Organization Name : Runner Automobiles PLC
- Position : Manager
- Department : Finance & Accounts (Treasury & Bonds)

Work Experience 02: Jan 2022 to Dec- 2023

- Organization Name : Healthcare Pharmaceuticals Ltd.
- Position : Sr. Executive
- Department : Finance & Accounts

Work Experience 03: Nov 2020 to Dec-2021

- Organization Name : LSF & Company
- Position : Assistant Manager
- Department : Finance & Accounts

Work Experience 04: Jan-02, 2020-Oct-21, 2020

- Organization Name : GlaxoSmithKline Bangladesh Ltd
- Position : Management Accounting Executive
- Department : Finance

Work Experience 05: Apr-16, 2017 to Dec-31-2019

- Organization Name : Burger King Bangladesh (Tiffin Box Ltd)
- Position : Finance Executive
- Department : Finance

Academic Qualifications

- BBA-Finance - Ahsanullah University of Science & Technology (AUST)- CGPA- 3.89- 2011
- HSC-Science- Satkhira Govt. College- GPA 3.80-2005
- SSC-Science- Satkhira Govt. Girls High School- GPA- 4.25-2003

Core Competencies:

- Strategic thinker with an analytical & creative mindset
- Sound knowledge on IAS, IFRS, BSA, Company Act 1994, Income Tax Ordinance 1984, VAT.
- Sound knowledge on product costing, budget & budgetary control, Planning & Execution of fund & sources of fund.
- Strong ability to work within cross-functional teams.
- Excellent presentation skills using ms office & prezi.

Career Objective:

A results-driven finance professional with over 8 years of comprehensive experience in financial reporting, budgeting, and corporate finance. Seeking a challenging and growth-oriented position where I can leverage my analytical skills, leadership capabilities, and digital proficiency to drive financial excellence and contribute to sustainable organizational success.

Field of Experience: Total 8.6 years

- Financial reporting & analysis
- Product costing & pricing
- Budget & budgetary control
- Treasury & Corporate Finance & Sustainable Bonds

Digital Skills:

- Proficient in Microsoft application: Word, PowerPoint, Excel and various AI tools (ChatGpt, Canva, Microsoft Copilot etc)
- Familiar with ERP i.e. SAP FICO (FI Module) & Tally prime

Other Skills:

- Corporate and business communications, persuasive writing,
- Team work,
- Time management,
- Leadership development,
- Adaptability and Networking.
- Negotiation Skills

Professional Training & Development:

- Workshop on managerial Skills at India, IIM Kolkata.
- Two days long training on Communication & Presentation Skills (CAPS) at India, IIM Ahmedabad.
- One-day educational program on "Performance Excellence" by Dhammika Kalapuge (Corporate trainer, sipcom-1 (Pvt) Ltd, Sri Lanka.
- Day long training on "Interpersonal Relationship development & Team work" by HPL.
- Day long Training on "Workplace Etiquette & Professionalism" by HPL.
- Participated 62 CPD Credit Hours at ICMA.
- Two days Long Cost Audit Workshop at ICMA.
- Having fifteen consecutive business case study experiences.
- Certificate owner of 200 Hours Young Leadership Program organized by ICMA.
- "GRI Training on Sustainability Reporting" certificate course.

Key Working areas:



- Treasury & Bonds
- Planning, Forecasting & Execution of Funds.



- Treasury & Corporate Finance
- Financial Statements Preparation & interpretation
- Budget & Budgetary Control



- Internal control system development
- Management audit
- Profitability analysis
- Financial statement analysis
- Management reporting



- Sales forecasting
- Financial statement preparation
- Product P & L
- Analysis & interpretation of financial statements .



- Budgeting & variance analysis
- Financial statements preparation
- Product costing
- Inventory management

References

Upon Request

Job Details

Runner Automobiles PLC

- Taking the lead of BDT 267 crore of sustainable Bonds managing, utilizing and reporting.
- Taking the second lead position of treasury management.
- Taking charge for the forecasting, Planning & managing fund for the business of 3-wheeler & 2-Wheeler business with the collaboration with Commercial ,Sales & Supply chain department.

Healthcare Pharmaceuticals Ltd (HPL)

- Managed 750 crore bank Financing.
- Managed all the Accounts & Finance related task of Healthcare Chemicals Ltd (API).
- Prepare & Analyze Budget for 2022 7 2023 of HPL.
- Key Financial statements preparation & interpretation.
- Developed different types of Policy for the smooth operations of the Business.
- MIRO booking for Promotional bills.
- Daily Govt. duty payment through ASYCUDA.
- Any other analysis related task given by management on demand basis.

LSF & Company

- Understanding the Business process
- Understanding and developing internal control system
- Root cause analysis and finding the solutions
- Working on soft skills development including persuasive presentation
- Key Financial statements preparation & analysis

GlaxoSmithKline Bangladesh Ltd

- Preparation & submission of monthly consolidated financial statements
- Customer market forecasting of nepal & bangladesh
- Preparation and submission of inter-company profit
- Prepared product-wise profit & loss account for nepal & bangladesh
- Preparation & submission flash sales for nepal & bangladesh
- Operating expenses control & analysis for bangladesh only

Burger King Bangladesh (Tiffin Box Ltd) Sister concern of B-Trac group

- Created and reviewed the control needed for the data accumulation and reporting system.
- Analyzed and prepared budgets for the group.
- Prepared financial statements and ensure timely presentation.
- Report on periodic variance and their causes, focusing on spending variance.
- Analyzing the weekly and monthly sales reports for burger king bangladesh.
- Use ERP system software for accounting for the company.
- Monthly bank and cash reconciliation for the Bangla Trac communications and the Burger King Bangladesh.
- Material landed cost calculation for product costing
- Monitoring & ensuring all suppliers payment of Burger king Bangladesh.
- Prepared stock report of 9 outlets and 2 warehouses.
- Prepared & analyzed monthly COGS statements and variance analysis for Burger King Bangladesh.
- Directly involved with the first audited financial statements of Burger King Bangladesh.